AUTHORIZED AGENCY REQUEST LETTER TEMPLATE

NON-CHANNELING NON-CRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

[Date]

Patricia Whitfield

Oregon State Police CJIS Division

3565 Trelstad Ave SE

Salem, OR 97317

RE: Request Permission to Outsource Non-Criminal Justice Administrative Functions

Dear Ms. Whitfield,

[**Agency name**] requests permission to use [**Contractor/Vendor name**] as a contractor to outsource our agency noncriminal justice administrative functions, relating to the processing of criminal history record information (CHRI). These contract services will include [**insert all functions that may apply. For example: off‐site storage of criminal history record information, criminal history document destruction, IT support for hardware or software, etc**].

[**Agency name**] has been given the authority to access criminal offender records through criminal history background checks pursuant to [**insert the legal citation of the federal statutory authority or executive order that requires or authorizes the Authorized Recipient to have access to CHRI**]. For purposes of outsourcing, [**Agency name**] is an Authorized Recipient and has entered into an agreement to contract with [**Contractor/Vendor name**] in which [**Contractor/Vendor name**] will act on our behalf in accordance with the Security and Management Control Outsourcing Standard (Outsourcing Standard) for Non‐Channelers.

A copy of our legislative authority to conduct state and nationwide background check, including contractors, and our agreement with [**Contractor/Vendor name**] are enclosed.

Upon execution of the contract, [**Agency name**] will take responsibility for [**Contractor/Vendor’s name**] compliance with the terms of the contract, to include the Outsourcing Standard for Non‐Channelers. [**Agency name**] will notify both Oregon and FBI Compact Officers of any violations under the outsourcing standard.

Sincerely,

[**Name**]

[**Title**]

[**Agency**]

[**Phone/email**]